UCPath Fact Sheet(s) – (ASUCLA, UCM, & UCR) Changes
Employee Communications
Migration to UCPath Effective December 2017 Thru January 2018

UCPath is a system-wide project launched by the University of California to modernize its current payroll system. UCPath introduces new, modern technology on the PeopleSoft platform that will align payroll, benefits, and personnel transaction processing across the UC System. UCPath will help us work more efficiently and enable employees to manage some essential tasks and view their own information. Employees will also have access to the UCPath Center, the shared services hub which will provide dedicated and responsive customer service support.

[HR / WORKFORCE ADMINISTRATION FACT SHEET]

**Employee Personal Data**

UCPath gives employees greater access to view and update their own personal information.

Employees can log into the UCPath portal to update personal information or download important forms, such as:

- Name*
- Home and mailing address
- Emergency contacts
- Personal email address
- Honors and degrees
- Licenses and certifications
- Employee disclosures
- Patent acknowledgement and amendment

*For changes to identifying information, such as legal name, birth date or Social Security numbers, employees can submit a request through the Ask UCPath feature in the UCPath portal. The UCPath Center will verify new or updated information with the federal Social Security Administration office before it is saved in the UCPath system.

Department administrators can submit legal name changes on behalf of employees through an HR transaction that is routed electronically to the UCPath Center. Legal name changes initiated by department administrators, and some changes to licenses and certifications, are routed for approvals within UCPath.

**Employment Verification**

All requests for employment verification are directed to the UCPath Center. Verification requests can be initiated by the employee or a third-party; however, employees cannot print their own verifications. The UCPath Center uses an outside vendor to complete employment verifications.

**Former Employee Access**

Employees who separate from UC receive special instructions in their separation packets about how to access their W-2s and past paycheck statements through the UCPath portal.
**Benefits Administration**

Routine benefits activities are managed by the UCPath Center, such as enrollment and claims submissions. Employees can also find benefits information in the portal or get help using the Ask UCPath feature.

Employees who have questions or need help with benefits should work directly with the UCPath Center. Local benefits teams no longer process enrollments, resolve enrollment issues, or request benefits transfers or reinstatements. However, all locations have on-campus services to provide assistance to those employees without ready access to a computer.

The UCPath Center also notifies employees about issues affecting benefits, such as involuntary loss of benefits. Local benefits teams no longer need to create or send these notifications.

**Benefits Enrollment**

To sign up for UC benefits, employees log into the UCPath portal. Tutorials and web-based trainings are available to employees, and UCPath Center staff can also guide employees through the enrollment processes.

- During the open enrollment period, benefit elections can be changed once per day until the period ends.
- During the period of initial eligibility (PIE), employees must be certain about their benefit elections before clicking the Submit button in the UCPath portal. When PIE benefit elections are submitted in UCPath, the elections cannot be changed until the next open enrollment period.

**Life Events**

Employees who have a life event can log into the UCPath portal and follow the steps to update benefits information. They may also be directed to update additional information, such as tax withholdings.

**Benefit Claims**

The claims process is managed by the UCPath Center and can vary based on type of insurance and vendor. Local benefits teams no longer submit or process employee benefit claims. However, on-campus services will be available to assist those employees without regular access to a computer.

To submit life insurance claims, employees can log into the UCPath portal while surviving family members can contact the UCPath Center by phone. UCPath Center staff is available to provide employees with assistance. Local benefits teams can help by directing employees to the portal.

For disability claims, employees will submit claims to the vendor. The vendor evaluates the claim and manages the process directly with the UCPath Center.

**Benefit Deductions**

All paychecks issued by the UCPath Center list benefit deductions in a consistent order. As a result, some employees may see a change in the order of their deductions. The order of benefit deductions is standard across all UC locations.
For questions about benefit deductions, employees can submit a request using the portal’s Ask UCPath Center feature or contact the UCPath Center. Local payroll departments can also notify the UCPath Center to initiate resolution of deduction errors.

**Rehires and Transfers**
Employees who have been rehired or transferred between UC locations can contact the UCPath Center for help with benefits. To open a request, employees can use the portal’s Ask UCPath Center feature.

**[PAYROLL FACT SHEET]**

**Paycheck Changes**
UCPath paychecks have a new look and feel. Some key changes include:

- New employee ID numbers, which appear on the UCPath paycheck and in the UCPath portal.
- Paycheck statements are available in the UCPath portal one day before pay day.
- Vacation and sick leave balances are shown in the UCPath portal, rather than on paychecks. Employees can view leave balances in the portal using their computer or mobile device.

**Pay Methods**
Employees can manage how they receive pay in the UCPath portal. Employees, however, are strongly encouraged to receive their pay via direct deposit.

Key changes include:

**Coming Soon! Instant Pay Cards**
With UCPath, employees will have an option to receive their pay electronically in the form of a pay card. Pay cards will be available to non-represented employees, starting with UCOP employees and then newly migrated employees after UCPath goes live. More information coming soon.

**Direct Deposit**
- Employees can choose to receive paychecks by direct deposit rather than by mail.
- Employees can create up to three direct deposit accounts in the UCPath portal.
- All known U.S. banks are available for UCPath direct deposit.
- Activation of new direct deposit accounts, changes or deletions of existing accounts take up to two pay periods to be completed.
- All paychecks are mailed until the employee establishes direct deposit in the UCPath portal and activation is complete.

If a direct deposit account is set up in PPS prior to the UCPath transition, the employee’s first UCPath paycheck will be paid by direct deposit.
**Paper Paychecks**
- All paper paychecks are delivered to an employee’s home address via U.S. Postal Service.
- Paper paychecks are no longer available for pick up at central payroll or department offices.
- Paychecks sent by mail are issued on the pay date and take additional time to arrive at the employee’s home address.
- UC is not responsible for mailing delays caused by the U.S. Postal Service.

**University Credit Union Deductions**
Credit union distributions are no longer handled as payroll deductions. With UCPath, employees may set up direct deposits to distribute paycheck funds to a credit union. Employees who currently have credit union deductions must change them to direct deposit accounts in the UCPath portal after go-live.*

*Employees will receive paper paychecks until direct deposit accounts are activated, which may take up to two pay periods.

**Systemwide Payroll Calendar**
UCPath includes a systemwide payroll calendar that standardizes biweekly and monthly paycheck dates for all UC employees. Previously, UC locations maintained their own payroll calendars.

**Calculations and deductions**
The UCPath system uses industry-standard, automated calculations for payroll deductions and withholdings. As a result, some deductions may be shown in a new order or have different names on paychecks.

There may be minor differences in calculations of taxes, voluntary deductions, flexible spending accounts and dependent care deductions. For questions about calculations and deductions, employees should submit a request using the Ask UCPath Center feature in the UCPath portal.

**W-2s**
Employees can view and download their W-2s in the UCPath portal for earnings generated after UCPath goes live. For W-2s produced before UCPath, employees will continue to access them through AYSO.

**Final Pay**
For voluntary separations, and unless otherwise required in collective bargaining agreements, employees are not guaranteed to receive pay within 72-hours. Instead, they receive final pay according to the next regular pay date.

Represented employees will receive final paychecks in accordance with applicable provisions that may be contained in their respective collective-bargaining agreements.
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[ABSENCE MANAGEMENT FACT SHEET]

**Viewing Vacation and Leave Balances**
Employees can view their vacation, sick leave, Family Medical Leave Act (FMLA) and other leave balances by logging into the UCPath portal. Leave balances no longer appear on paycheck statements.

**Vacation and Leave Tracking**
UCPath tracks vacation and sick leave balances. Local administrators have role-based access to pull reports on employee leave balances.

**Managing Accruals**
Employees who have questions about leave balances or usage should submit a request through the UCPath portal’s Ask UCPath Center feature. The UCPath Center team can explain or initiate changes and corrections as needed.

**Family Medical Leave Act (FMLA) Eligibility**
Local leave administrators can log into the UCPath portal to see if an employee is eligible for FMLA leave. If an employee is not eligible for FMLA, the UCPath system does not process the request. For questions about FMLA leave eligibility, employees and administrators should contact the UCPath Center.

**Getting help from the UCPath Center**
The UCPath Center is the first point of contact for many employee and local department questions and concerns, including:

- Employment Verification
- Payroll adjustments
- Overpayment collections
- FICA processing and corrections
- Regulatory reporting
- Deductions and calculations
- Leave balances
- Extended absences
- Benefits billing

The UCPath Center coordinates across relevant departments as needed and tracks the resolution process through closure.

**Note:** Newly migrated UC Path locations have resources to accommodate employees without access to computers. Fact Sheets and information about UCPath is being communicated to those affected employees through various communication channels.